

State Agency Recognition Awards 2005



CALL FOR NOMINATIONS

for Outstanding Achievement
by State Agencies in Furthering
Small Business and/or Disabled
Veteran Business Enterprise
Participation in State
Purchasing and Contracting.

The State of California, Small Business and DVBE Advocate Network will honor state departments for outstanding achievements in advocating for and contracting with small business and/or Disabled Veteran Business Enterprises (DVBE).

Nominations will also be accepted for a new award to be given for SB/DVBE Advocate of the year.

A panel of judges will review the nominations and select the agencies with the "Best Practices." Six awards will be presented: one Gold, two Silver, and three Bronze.

The DGS will also recognize two agencies/departments for the most notable effort to increase SB and DVBE participation in contracting. All winners will be notified before the ceremony and be officially recognized for their efforts at the awards ceremony, October 27, 2005.

In California, SMALL Business is a BIG Deal!

IMPORTANT DATES

August 29, 2005

Electronic Nominations Due.

October 27, 2005

Awards Ceremony.

Invitations will be mailed
in September.



WHO SHOULD SUBMIT

Agency Recognition: All state agencies are encouraged to submit any ideas used to increase small business and/or DVBE participation. It doesn't matter if your agency didn't rank highest in its annual small business participation statistics. We understand that some ideas take time to implement. We are looking for innovative ideas that can be duplicated by other agencies. Whatever your success—no matter how big or small—we want to hear about it.

Advocate of the Year: You may recognize the work of Advocates inside or outside your agency who have contributed to the success of SB/DVBE participation.

DEADLINE

Electronically submitted nominations must be received by the Department of General Services, Procurement Division no later than August 29, 2005.

For additional information, please contact Patti Cummins, Awards Coordinator, at (916) 375-4589 or patti.cummins@dgs.ca.gov.

SOME IDEAS TO GET YOU STARTED—Consider these supporting areas when preparing your nomination:

Executive Support

Describe how executive management supported the program and allowed contracting and purchasing staff the latitude to implement new ideas to ensure the success of the Small Business and/or DVBE Participation Program.

Customer Service

Explain how the organization implemented “best practice” customer service and effectively collaborated with the business community to help them understand the solicitation process.

Tell how the organization implemented workflow rules that helped the team respond to customers promptly. This resulted in encouraging the business community to participate in state contracting because the level of customer service they experienced from state contracting and purchasing officials, small business advocates and other staff exceeded their expectation.

Contract Simplification

Relate the changed processes and new, simplified procedures that were implemented to facilitate and increase the participation of Small Business and/or DVBEs in state contracting.

Electronic Commerce

Tell what steps were taken in using technology to make it easier for businesses to access bid opportunities, find subcontractors, etc.

Education/Outreach

Describe the educational and training programs, workshops and materials that were developed to inform businesses about the State of California's purchasing and contracting programs.

Public/Private Partnerships

Many state agencies are stakeholders in specific industries. Explain how the strategic partnerships between State and local government, private sector or non-profit organizations (including reciprocity partners) optimized resources, increased benefits, and promoted small business and DVBE participation.

Prompt Payment

Explain what was done to ensure payment was made in accordance with the Prompt Payment Act. Prompt payment is the number one concern of the business community and the biggest barrier to small business and DVBE participation.

Advocate of the Year

Describe the work of an Advocate that made that person stand out from the rest of the Network.

***Remember, the key word is
EDUCATION—we want to
hear your best ideas and let
other agencies know what
worked and what didn't.***



A FEW TIPS FOR SUCCESS

Tip #1

Remember, the key is EDUCATION. Clarify how the process or project is repeatable or transferable to other places in the organization or State government.

Tip #2

Nominations should include metrics and results achieved in quantifiable ways.

Tip #3

In the *Area of Performance*, choose whether the nomination:

- supports the overall SB/DVBE program
- provides a process improvement
- is a specific project to enhance SB/DVBE participation *or*
- was a pilot project.

NOMINATION REQUIREMENTS

All nominations require the following:

1. All required fields must be completed.
2. Complete a written nomination on-line including:
 - a. Project or process description including the implementation date.
 - b. How the project improved (or has the potential to improve) small business and/or DVBE participation.
 - c. A description of lessons learned. You may wish to address what worked and what didn't work: what you'd do different the next time around or how other agencies could modify the idea to make it work for them.
 - d. Limit your written nomination to no more than 1,000 words. Do not repeat your written nomination as your executive summary.
3. Complete the executive summary. Limit to no more than 400 words. This summary will be posted on the website following the awards ceremony.

Submitting Your Nomination

1. Go to www.applications.dgs.ca.gov/pd/smallbusiness/sbawards05.asp
2. Using lower case, type in your login and password:
Login: **agency**
Password: **awards**
3. Complete the nomination. See *Tips for Success*.
4. Check for correct spelling, grammar and punctuation.
5. Submit your nomination electronically.

Your electronic nominations must be submitted no later than August 29, 2005.

For assistance or questions please contact:

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